



## FIRE PREVENTION DIVISION RECORDS REQUEST FORM

Las Vegas Fire & Rescue  
Fire Prevention Division  
500 N. Casino Center Blvd.  
Las Vegas, NV 89101-2944  
Telephone: (702) 229-0366  
Fax: (702) 229-0124  
www.lasvegasnevada.gov



To request a file search of Fire Prevention Division records for a specific address or Assessor Parcel Number (APN) for a property, the following form shall be completed. When search requests include multiple addresses and/or multiple APN's (multiple buildings and/or suites are considered multiple addresses), each separate search of FPD Records will require a separate request form be completed and submitted.

Date: \_\_\_\_\_

Property address and /or Parcel # (APN): \_\_\_\_\_

Business Name (If known): \_\_\_\_\_

**Billing information:**

Applicant/Contractor Name: \_\_\_\_\_

Applicant /Contractor Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

(Print Name)

(Signature)

(Signature indicates agreement to charges associated with processing this request)

Provide the Following request Information for the Address or APN:

Check applicable box(es) below:

- ☐ File searches (Be Specific)
- ☐ Fire Code Violations
- ☐ Request for Plans
- ☐ Flammable & Combustible Liquid Storage Tanks
- ☐ Hazardous Materials Storage/Use Permit
- ☐ Compact Disk of file search results \*
- ☐ Other:

**Charges:**

Initial File Search (1/2) hour minimum

\$80.00 per hour

Copies of written records

\$1.00 per page (Letter or Legal  
size)

\$4.00 per page (D & E size plans)

Compact disks

\$40.00 Per CD.

\*(All Fire Prevention documents associated with an address have been scanned and saved electronically for retrieval. As a result, requests for records can, and normally are given to the requester on a CD-ROM for properties that have many records associated with them.)